

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
THIRD QUARTER MEETING

Minutes of Tuesday, September 16, 2008

The Third Quarter meeting of the Delaware Public Purchasing Association (DPPA), Inc. for 2008, was held at **The Noble Eagle Restaurant**, Dover, DE.

There were thirteen (11) members and one (1) guests in attendance: Peter Gregg, City of Dover; Kim Cuffee, DSP; Jay Burkes, OMWBE Office; Ruth Kowalski, Andrea Smith and Mark Reilly, New Castle County; Janet Schukoske, ERP; Sandy David, GSS; Sussanne Jara, DSP; Paul Giery, DOC; and Mike Sabol, DTI. Our special guest was Richard D. Senato – Delaware Correction Industries

1. Opening of the Meeting - Mike

Mike Sabol, President, called the meeting to order at 10:05 a.m. **He thanked Paul Giery for hosting the meeting.**

Mike had all in attendance introduce themselves

2. Reading of the Minutes - Janet

A motion was made by Sussanne, seconded by Kim, to waive the reading of the minutes. It passed unanimously. Please read them on-line.

Mike asked for a motion to accept the minutes as written, Pete made the motion, Ruth seconded the motion. The minutes were passed unanimously.

3. Treasurer's Report – Sussanne

- a. The treasurer's report was read by Sussanne (copy attached).

Previous Balance:	\$16,056.31
Income	\$ 245.00
Expenses	<u>\$ 1,625.42</u>
Ending Balance	14,675.89

Certificate of Deposit:	
Previous Balance:	\$ 20,000.00
Income	\$ 208.75
Expenses	<u>\$</u>
Ending Balance	20,208.75

A motion was made by Andrea, seconded by Paul, to accept the Treasurer's Report. It passed unanimously.

4. Committee Reports- Peter suggested that we reevaluate the Committees with the possibility of combining like committees or eliminate committees that we are not using. Pete stated that since we are such a small chapter, it may be easier to have fewer committees with more participation. Janet suggested that we need to keep as many committees as possible, so that the CPPB's can obtain points for recertification. Mike stated that we will have to consider the recertification issue before we eliminate committees.

- a. Finance Committee – No Report

Mike asked Paul to start gathering budget information for 2009 budget.

b. Program Committee – Janet

Janet thanked Paul for arranging Carl Barker, Delaware Correction Industries to come to talk at this meeting.

Pete suggested that the Nov. meeting start at 12:00 because it is our holiday party. It was also suggested that the meeting be held in a more central location so that no one would have to travel too far.

After much discussion it was decided that the Nov. 18th meeting start at 12:00 noon. We will start the meeting with the business portion of the meeting; have lunch and the holiday party with gift exchange.

Janet asked if anyone has any ideas for next year's programs. Sandy David suggested we look into Steve Gillian. It was discussed that Steve may be too expensive for our chapter. Sandy agreed to look into how much he would charge our chapter.

c. Chapter Liaison – Mike

- Mike talked about the Forum in Charlotte. We had a total of four DPPA members attend the Conference. The attendees were Ruth, Andrea, Pete and Mike.

Mike recapped that Greta was remembered at the Conference and that he received a nice letter about Greta from Rick Grim.

Mike and Pete attended the Leadership Symposium. They said that much of the symposium was geared to large chapters. Pete said that the chapter committees were discussed and that was what prompted him to reevaluate the DPPA committee structure.

Mike & Pete attended an open discussion on Energy Consumption. He said he was given a formula to use when factoring Life Cycle Costing to determine true cost when evaluating bids. Fuel Hedging was also a big topic of discussion. He was told that fuel hedging could not be done unless you have an annual consumption of at least 300,000 gallons of fuel.

Mike & Pete also attended a very good class on Protests. The class had an activity in which they did several mock protests.

Mike showed a slide show of the Charlotte Forum. Everyone that attended the Forum agreed that it was a huge success. The Sunday night NASCAR race (team building activity) was a huge success.

The 2009 Forum will be held in St. Louis and the 2010 Forum will be held in San Antonio.

- Sandy talked about the NASPO National Conference in St. Louis. This conference was attended by Sandy David and Dean Stotler.

Sandy stated that the key items discussed were Protests, Collusion, Green Procurement and Attrition

Sandy said that West Virginia uses the money given them by NASPO for education to host a three day conference with the user groups to teach them what their responsibilities are in the procurement process, from the writing of specs. to the evaluation of bids.

Sandy also talked about a class given by vendors on how to write an RFP that will allow for free and open competition.

Sandy also discussed an Indemnification Clause written by NASPO. She stated that you can go to the NASPO website to view this clause.

ERP problems were also discussed at length. Sandy will forward to Mike her white paper pertaining to the conference and Mike will put it on the DPPA website.

- Region II Conference, this year will be held at the Ocean City Maryland Hilton. The dates are Oct. 22 -24. Mike asked if DPPA would pay his way if DTI does not. Janet reminded him that the chapter voted and agreed the Chapter would pay for the Presidents trip annually to the National Forum and we would send three chapter members to the Regional Conference. These chapter members would be selected by a drawing at the first three quarterly chapter meetings. Since we had not done our quarterly drawings since the beginning of the year, three names were drawn. The winners were: Paul Giery, Sussanne Jara and Mark Reilly an alternate name was drawn Janet Schukoske.

Mike Sabol talked about "A Guide to Public Procurement for Elected Officials and Public Sector Managers" by Michael Asner. If you would like a copy, it can be purchased from the author.

d. Awards and Scholarship Committee – Pete

Pete said that the National Awards are due by the end of April. These awards are Manager of the Year, Buyer of the Year and Chapter (large, Med. and Small) of the Year.

Chapter Scholarships: No one has applied for chapter scholarships. Chapter scholarship money can be used for DPPA, NIGP, CPPB, CPPO or College classes. Pete will help you fill out the application if you wish to apply.

e. Membership Committee –Tina

Pete would like to put a paid ad in the paper to try to attract new members.

The membership reviewed proposed changes to the Handbook. The group decided on various changes. Pete will make the changes to the Handbook that were agreed upon. The corrected Handbook will be emailed to the members after all the Bylaw revisions are approved by the membership.

f. Professional Development (ProD) [formerly the Education Committee] – Andrea

Andrea stated that she did not have a chance to attend the recent webinar on "How to Host a seminar." But she did print off the background materials. She has also filed our seminar sheet for National. The Pro D Committee has decided to host Marketing 101 for the Procurement Professional.

g. Public Relations – No report

Cliff was not present to give a report.

h. Strategic Planning – Mike

No report. The Plan is complete for 2008.

i. Historian – Kim

Thank you Kim for taking the open position of Historian! Kim and Sussanne cleaned out Greta's old stuff and found boxes of information she had gathered while forming the Chapter. Since Kim agreed to take the Historian position she will house these boxes.

Mike has received a new Charter from National. This charter will be handed down from president-to-president.

5. Unfinished Business/Old Business - All

- Mike discuss Tim's retirement luncheon. He stated that it was very nice.

6. New Business - All

- Mike announced our newest CPPB. Hollylynn Ford has passed her CPPB exam. Congratulations Hollylynn!!
- Hollylynn Ford has also been awarded a LEAP Scholarship. She will be using this scholarship to help pay for course she is taking at Wilmington University.
- Reallocate Committees: Mike asked everyone to look over the existing committees and we will discuss the possible consolidation at the next meeting.
- Fourth Quarter meeting and Holiday party will be held Nov. 18 at 12:00 noon. It will be Hosted by New Castle County, location has yet to be decided.
- 2009 Meeting Hosts
Feb. - State Police
May - City of Wilmington ?
Sept. - City of Dover
Nov. - New Castle County

7. LUNCH - 12:00 noon

8. Presentations :

Afternoon presentations were given by:

Jay Burk, Office Minority and Women Business Enterprise, discussed the State's new Supplier Diversity program.

Richard D. Senato, Delaware Correction Industries, presented the department's program to provide agencies with various products made or serviced by prisoners as a part of their rehabilitation process. Please contact Richard if you want more information.

9. Adjourn – Mike

Mike, again, thanked Paul Giery for hosting the meeting!

Mike adjourned the meeting at 2:47 p.m.

Respectfully submitted,

Janet Schukoske CPPB
DPPA Secretary
5/23/08

DELAWARE PUBLIC PURCHASING ASSOCIATION
TREASURER'S REPORT
May 12, 2008 - September 15, 2008

PREVIOUS BALANCE				\$16,056.31	
<u>INCOME</u>					
General					
Membership		\$245.00			5 Renewals 2 New
TOTAL INCOME			\$245.00		
<u>EXPENSES</u>	<u>CK</u>				
	<u>#</u>				
General					
Tina Romano	1122	\$86.94			Reimb retirement gifts for Tim McMahon
Michael Sabol	1123	\$35.00			Reimb NIGP Symposium
Ruth Kowalski	1124	\$1,503.48			Reimb NIGP Conference in NC
TOTAL EXPENSE			\$1,625.42		
ENDING BALANCE				\$14,675.89	

DELAWARE PUBLIC PURCHASING ASSOCIATION
TREASURER'S REPORT
CERTIFICATE OF DEPOSIT
JANUARY - JUNE 2008

PREVIOUS BALANCE			\$20,000.00
<u>INCOME</u>			
INTEREST		\$208.75	
TOTAL INCOME		\$ 208.75	
<u>EXPENSES</u>	<u>CK #</u>		
-	-		
TOTAL EXPENSES		\$ -	
ENDING BALANCE			\$ 20,208.75